

Report for week ending 31 December 1953 from FORMS MANAGEMENT BRANCH

Discussions relative to implementation of certain phases of the Forms Management Program were held with [] Further clarification of certain aspects will be obtained in future discussions.

Negotiations with [] O & M, for transfer of the duplicate functional file of forms now maintained by that office to Vital Materials continued sporadically without any final agreement being reached. Conclusion of such an agreement is anticipated early in January 1954.

Proposed Notice No. [] "Forms Management - Handling Classified Forms" has been approved by [] and has been submitted to Regulations Control Staff for publication. Publication within the next ten days is anticipated.

Preparation of art-work on the Vue-Graph Slides has been completed by Graphics, GRR. Material will be submitted to Printing and Reproduction Division for preparation of the color slides.

Preliminary contacts have been made with the Area Records Officers of Security and Training. In the company of [] Area Records Officer for Training, and a party of Records Services Division personnel, [] toured the Records Center.

Project to mechanize the indexing of forms is progressing satisfactorily. A new two-part carbon-interleaved form has been designed and coordinated with [] and [] which will replace Form Nos. 36-224 and 36-225. A single preparation of this form will provide the basic visible control card required by this office and will also furnish [] the necessary information to punch cards and prepare the tabulations for a forms index. [] is currently reviewing the previous list and a group of old cards to finalize information prior to obtaining a preliminary machine run for ultimate review by Area Records Officers prior to publication.

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Current requests for approval of new, revised and reprinted forms:

<u>Type</u>		<u>No. of Copies</u>
New	1	500
Revised	1	25,000
Reprinted	<u>4</u>	<u>2,600</u>
Total	6	28,100



Chief, Forms Management Branch

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Report for the week ending 31 December 1953 for RECORDS SYSTEMS BRANCH

The survey of FBID has now reached the point where we are ready to make definite proposals with respect to the establishment of official filing stations and the transfer of accumulations of inactive records. It is anticipated that a meeting will be held this next week with

for the purpose of obtaining the necessary concurrences to our proposals before initiating action.

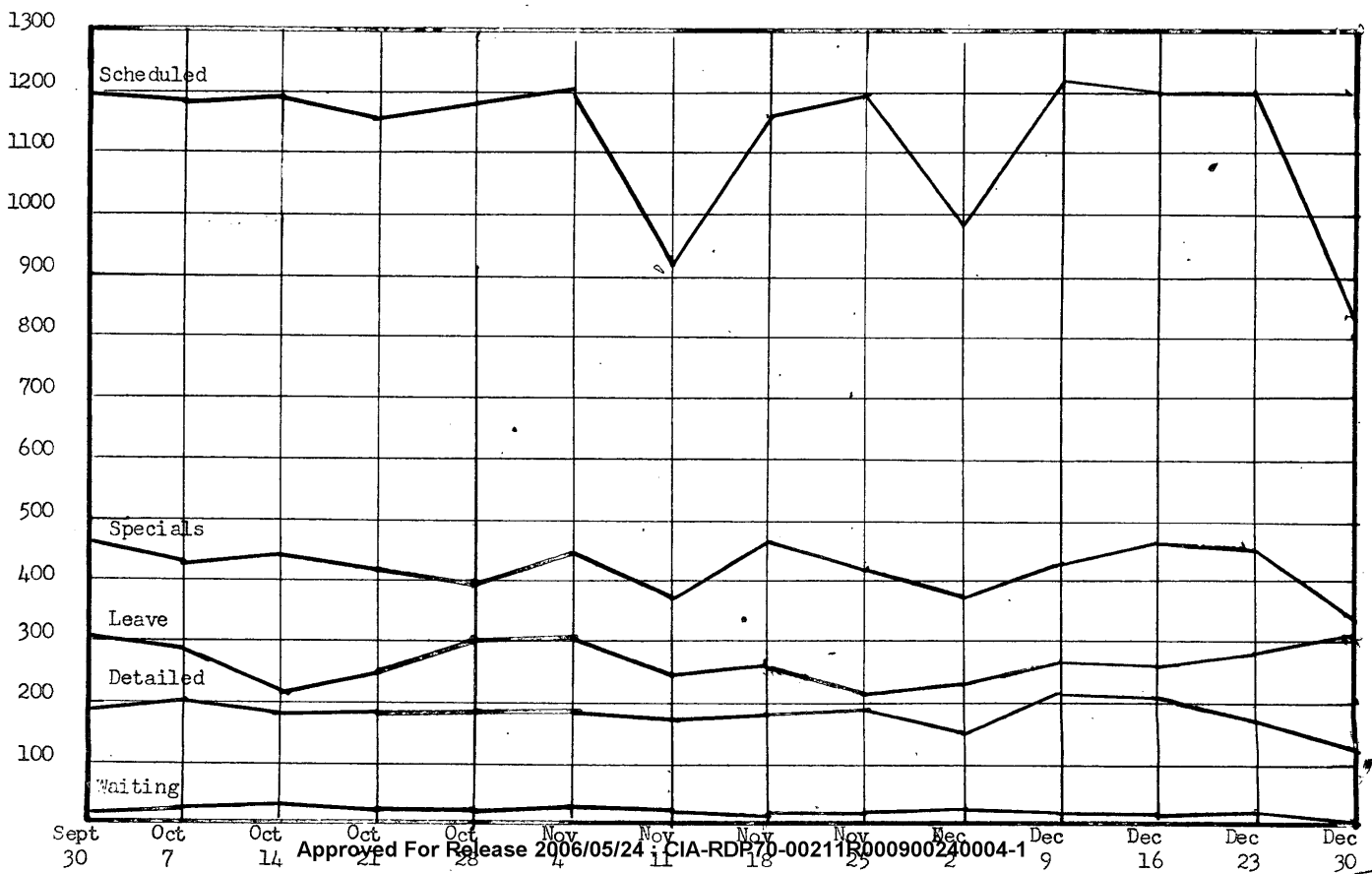
Chief, Records Systems Branch

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TIME DISTRIBUTION CHART

MAIL CONTROL SECTION

Man-
hours



APPENDIX B

Week ending 31 December 1953

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images Filmed - Rotary Camera	0	18,697
Flat-bed Camera	13,081	9,785
2. Mail Activities		
a. Post Office Mail		
Incoming	4,026	5,064
Outgoing	3,490	6,537
b. Postage expended	\$397.16	\$800.12
c. Scheduled courier trips	213	240
d. Special courier trips	50	55.3
e. Inter-Agency mail by courier		
Incoming	698	956
Outgoing	744	1,313
f. Personnel actions;		
Recruitments	0	-
Separations	0	-
g. Use of Motor Pool Vehicles:		
Available	0	-
Available but delayed	0	-
Not available	0	-

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